

A Few Friendly Reminders

To prevent scarring the floor, PLEASE lift (not scoot) tables when repositioning them for your event. Also, any coolers, sound equipment, etc. that you bring should be lifted instead of pushed or dragged across floor.

The outside doors of the Community Room are kept closed. Please tell the attendant if you plan to use them as an entrance/exit so that the curtains can be removed from the door.

Please place tables top-to-top or bottom-to-bottom to avoid damage to tabletops. The maximum capacity for a table cart is 12.

There are to be no fog machines/dry ice that would create smoke of any kind in the building. This will set off the fire alarm!

Please supervise your children when outside the building. The flag court is a memorial to honor our armed forces and needs to be respected. No climbing on walls and flag poles.

Thank you for your help in keeping our town hall beautiful. We hope that you had an enjoyable time. Please consider Louisville Town Hall when you are planning future events.